

APPROVED

June 7, 2005

Michigan State Administrative Board

Lansing, Michigan

May 17, 2005

A regular meeting of the State Administrative Board was held in the 1921 Department of Conservation Conference Room, 7th Floor, Mason Building, on Tuesday, May 17, 2005, at 11:00 a.m.

Present: Kelly Keenan, Chief Counsel, representing Jennifer M. Granholm, Governor, Chairperson
Kristi Profit, Policy Advisor, representing John Cherry, Lt. Governor
Patrick F. Isom, Assistant Attorney General, representing Michael A. Cox, Attorney General
Mary G. MacDowell, Director, Financial Services Bureau, representing Jay B. Rising, State Treasurer
Joseph Pavona, Director, Bureau of Administrative Services, representing Terri Lynn Land, Secretary of State
Elaine Madigan, Executive Director of School Finance and School Law, representing Jeremy Hughes, Interim Superintendent of Public Instruction
Leon Hank, Chief Administrative Officer, representing Gloria Jeff, Director, Department of Transportation
Sherry Bond, Secretary

Others Present:

Diana Quintero, Carol Steffanni, Department of Information Technology; James Burris, Sean Carlson, Tracy DeClercq, Terri Fitzpatrick, Pat Mullen, Carol Schulz, Janet Rouse, Department of Management and Budget; Kris Squibb, Department of Natural Resources; Jean Ingersoll, Pam Lavender, Kelly Villarreal, Department of Transportation; Sergio Paneque, Executive Office; Melanie Brown, Lt. Governor's Office

1. CALL TO ORDER:

Mr. Keenan called the meeting to order and led the Pledge of Allegiance to the Flag.

2. READING OF MINUTES OF PRECEDING MEETING AND APPROVAL THEREOF:

Mr. Pavona moved to approve the minutes of the State Administrative Board for the special meeting of April 29, 2005, and the regular meeting of May 3, 2005. The motion was supported by Mr. Hank and unanimously adopted.

3. HEARING OF CITIZENS ON MATTERS FALLING UNDER JURISDICTION OF THE BOARD:

NONE

4. COMMUNICATIONS:

NONE

5. UNFINISHED BUSINESS:

NONE

6. NEW BUSINESS:

Retention and Disposal Schedule(s):

CITY OF KALAMAZOO, General Schedule 5/17/2005

NORTHERN MICHIGAN UNIVERSITY

Academic & Career Advisement Center 05/17/2005
Accounts Receivable, 05/17/2005
Associate Vice President Finance Planning, 05/17/2005
Board of Trustees, 05/17/2005
Communications & Marketing, 05/17/2005
Controller, 05/17/2005
Counseling Services, 5/17/2005
Engineering & Planning, 5/17/2005
Facilities, 05/17/2005
Health Center, 05/17/2005
Housing & Residence Life, 05/17/2005
Human Resources, 5/17/2005
Institutional Research, 05/17/2005
Office of the President, 05/17/2005
Office of Public Safety, 05/17/2005
President's Office, 05/17/2005
Registrar's Office, 05/17/2005
University Center/Auxiliary Services, 05/17/2005
Upward Bound, 05/17/2005
Vocational Support Services, 5/17/05

Mr. Pavona moved to approve the Retention and Disposal Schedules. The motion was supported by Ms. Madigan and unanimously adopted.

7. REPORTS AND RECOMMENDATIONS OF COMMITTEES:
 (Please see the following pages)

- - - - -

Ms. MacDowell presented the Finance and Claims Committee Reports for the regular meeting of May 10, 2005 and the special meeting of May 17, 2005. After review of the forgoing Finance and Claims Committee Reports, Ms. MacDowell moved that the Finance and Claims Committee Reports covering the regular meeting held May 10, 2005, and the special meeting held May 17, 2005, be approved and adopted. Mr. Hank supported the motion and it was unanimously approved.

- - - - -

Ms. MacDowell presented the Building Committee Reports for the regular meeting of May 11, 2005, and the special meeting of May 17, 2005. Ms. MacDowell pointed out that Item 1 of the agenda for the special meeting held May 17, 2005, was a re-submission to correct Item 1 of the supplemental agenda from the regular meeting held May 11, 2005. After review of the forgoing Building Committee Reports, Ms. MacDowell moved that the Building Committee Reports covering the regular meeting held May 11, 2005, and the special meeting held May 17, 2005, be approved and adopted. The motion was supported by Mr. Hank and unanimously approved.

- - - - -

Mr. Pavona presented the Transportation and Natural Resources Committee Report for the regular meeting of May 11, 2005. After review of the forgoing Transportation and Natural Resources Committee Report, Mr. Pavona moved that the Transportation and Natural Resources Committee Report covering the regular meeting held May 11, 2005 be approved and adopted. The motion was supported by Mr. Isom and was unanimously approved.

8. MOTIONS AND RESOLUTIONS:

NONE

9. ADJOURNMENT:

Mr. Pavona moved the meeting be adjourned. The motion was supported by Ms. MacDowell and unanimously approved. Mr. Keenan adjourned the meeting.

SECRETARY

CHAIRPERSON